

**Leave of Absence Action- Active or Inactive**










PA40

<b>Purpose</b>	Use this procedure to put an employee on a leave of absence for a significant period of time.
<b>Trigger</b>	Perform this procedure when leave has been requested and approved.
<b>Prerequisites</b>	An employee must exist in HRMS.
<b>End User Roles</b>	In order to perform this transaction you must be assigned the following role: <b>Personnel Administrator Processor, Personnel Administrator Inquirer, Personnel Administrator Supervisor</b>
<b>Menu Path</b>	<ul style="list-style-type: none"> <li>Human Resources → Personnel Management → Administration → HR Master Data → Personnel Actions</li> </ul>
<b>Transaction Code</b>	PA40

Change History	Change Description
12/3/2012	Procedure updated to match current system. Screen shot of selection screen updated. Updated terminology.
12/31/2012	Updated helpful hints.

- Helpful Hints**
- **Leave of Absence- Inactive (U9):** This action type is processed when an employee takes leave of absence for a significant period of time and will not receive compensation or use leave during the absence. The Office of the State HR Director recommends agencies only use this action type for absences in excess of 15 days, or for circumstances that require additional tracking outside the leave system. **Do not** use this action if the employee plans to submit at least 8 hours of leave per month to maintain insurance benefits.
  - **Leave of Absence – Active (U8):** This action type is processed when an employee takes a leave of absence for a significant period of time. The Active status indicates the system will still allow the employee to receive compensation and/or use a combination of leave and leave without pay. The Office of State HR Director recommends agencies only use this action type for absences in excess of 15 days, or for circumstances that require additional tracking outside the leave system.
  - Deductions, Membership Fees, and certain benefits may need to be delimited while the employee is on leave.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

## Procedure

### Scenario:

An employee is going on a leave of absence- Active.

1. Start the transaction using the above menu path or transaction code **PA40**

HR Master Data Edit Goto Extras Utilities Settings System Help

Personnel Actions

Personnel no.


From

Action Type	Personn...	EE group	EE subgr...
New Hire			
Change of Status			
Concurrent Employment			
Appointment Change			
Quick Hire			
Rehire - Quick Hire			
Separation			
Rehire			
Leave of Absence - Active			
Leave of Absence - Inactive			
Return from Leave of Absence			

2. Complete the following fields:

Field Name	R/O/C	Description
Personnel no.	R	<p>This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number.</p> <p><b>Example:</b> 40000235</p>

From	R	The effective date of the action. <b>Example:</b> 6/16/2012
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1. Click  (Enter) to validate the information.
2. Click the gray box to the left of the type of leave.



If an employee is going on an extended leave of absence, will not be working any hours, will not receive any compensation, and does not want to retain benefits while on leave without pay, select:

☐ Leave of Absence - Inactive



If an employee is going an extended leave of absence, may work sporadically during the leave time, may receive compensation, or wants to retain benefits during the leave of absence using a combination of leave and leave without pay, select: ☐ Leave of Absence - Active

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**Personnel Actions**

Personnel no. 40000235

Name PHILLIPS MICHAEL

PersArea 1050 Office of Financial Mgmt EEGroup B Civil Service Exempt

PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active

From 06/16/2012

Action Type	Personnel	EE group	EE subgr...
New Hire			
Change of Status			
Concurrent Employment			
Appointment Change			
Quick Hire			
Rehire - Quick Hire			
Separation			
Rehire			
Leave of Absence - Active			
Leave of Absence - Inactive			
Return from Leave of Absence			

3. Click  (Execute).

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**Copy Actions (0000)**

Execute info group Change info group

Pers.No. 40000235  
 Name PHILLIPS MICHAEL  
 PersArea 1050 Office of Financial Mgmt EEGroup B Civil Service Exempt  
 PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active  
 Start 06/17/2012 to 12/31/9999

**Personnel action**  
 Action Type U8 Leave of Absence - Active  
 Reason for Action ☒




**Status**  
 Employment 3 Active

**Organizational assignment**  
 Position 70005110 WF POL ANALYST  
 Personnel area 1050 Office of Financial Mgmt  
 Employee group B Civil Service Exempt  
 Employee subgroup 00 Hourly (H) OT Exempt

**Additional actions**

























Start Date	Act.	Action Type	ActR	Reason for action

3. In the **Personnel action** section, complete the following fields:



R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Reason for Action	R	<p>It stores the reason that an action has been performed</p> <p> For guidance for reason codes, refer to: <a href="http://hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/HRMSDataDefinitions.aspx">http://hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/HRMSDataDefinitions.aspx</a></p> <p> Click on the  (Matchcode) to open the selection options</p>

		<div>Reason for Action (1) 42 Entries four</div> <div>Restrictions</div> <div> </div> <div>Action Type: U8 Name of action type: Leave of Absence</div> <table border="1"> <thead> <tr> <th>Ac...</th> <th>Name of reason for action</th> </tr> </thead> <tbody> <tr><td>00</td><td>ZDNU - Marine Inactive/Layoff</td></tr> <tr><td>01</td><td>ZDNU - Administrative</td></tr> <tr><td>02</td><td>Assault</td></tr> <tr><td>03</td><td>FMLA</td></tr> <tr><td>04</td><td>Home Assignment</td></tr> <tr><td>05</td><td>Military</td></tr> <tr><td>06</td><td>School Closure</td></tr> <tr><td>07</td><td>ZDNU - Shared Leave</td></tr> <tr><td>08</td><td>Parental</td></tr> <tr><td>09</td><td>Disability Pay 50% (WSP)</td></tr> <tr><td>10</td><td>ZDNU - Collective Bargaining</td></tr> <tr><td>11</td><td>Educational</td></tr> <tr><td>12</td><td>ZDNU - LWOP FMLA</td></tr> <tr><td>13</td><td>ZDNU - LWOP Gov's Exch Prog</td></tr> <tr><td>14</td><td>Government Service</td></tr> <tr><td>15</td><td>Worker's Compensation</td></tr> <tr><td>16</td><td>LWOP</td></tr> <tr><td>17</td><td>ZDNU - LWOP Legislative</td></tr> <tr><td>18</td><td>Medical</td></tr> </tbody> </table> <p><b>Example:</b> 11- Educational</p>	Ac...	Name of reason for action	00	ZDNU - Marine Inactive/Layoff	01	ZDNU - Administrative	02	Assault	03	FMLA	04	Home Assignment	05	Military	06	School Closure	07	ZDNU - Shared Leave	08	Parental	09	Disability Pay 50% (WSP)	10	ZDNU - Collective Bargaining	11	Educational	12	ZDNU - LWOP FMLA	13	ZDNU - LWOP Gov's Exch Prog	14	Government Service	15	Worker's Compensation	16	LWOP	17	ZDNU - LWOP Legislative	18	Medical
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18	Medical																																									

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### Copy Actions (0000)

 Execute info group  Change info group

Pers.No. 40000235  
 Name PHILLIPS MICHAEL  
 PersArea 1050 Office of Financial Mgmt EEGroup B Civil Service Exempt  
 PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active  
 Start 06/17/2012 to 12/31/9999


Personnel action  
 Action Type U8 Leave of Absence - Active  
 Reason for Action 11 Educational


Status  
 Employment 3 Active

Organizational assignment  
 Position 70005110 WF POL ANALYST  
 Personnel area 1050 Office of Financial Mgmt  
 Employee group B Civil Service Exempt  
 Employee subgroup 00 Hourly (H) OT Exempt

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action
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4. Click  (Enter) to validate the information.

5. Click  (Save) to save the entry.



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**Copy Organizational Assignment (0001)**

Org Structure

Personnel No. 40000235 Name PHILLIPS MICHAEL

PersArea 1050 Office of Financial Mgmt EEGroup B Civil Service Exempt

PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active

Start 06/17/2012 to 09/01/2012

**Enterprise structure**

CoCode WA01 STATE OF WASHINGTON

Pers.area 1050 Office of Financial Mgmt Subarea 0001 Non Represented

Cost Ctr 1050000000 DEFAULT AGENC... Bus. Area 1050 Office of Financial Manag...

Fund

**Personnel structure**

EE group B Civil Service Exempt Payr.area 11 Semi-monthly

EE subgroup 00 Hourly (H) OT Exempt Contract 16 Exempt

**Organizational plan**

Percentage 100.00 Assignment

Position 70005110 9802

WF POL ANALYST

Job key 00000000

Exempt

Org. Unit 30000677 11

WORKFIRST

Org.key 1000


**Administrator**


PersAdmin

Time

PayrAdmin

6. Verify the information, If necessary, make any changes that are needed on the *Organizational Assignment (0001)*.

7. Click  (Enter) to validate the information.

8. Click  (Save) to save the entries.

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**Create Monitoring of Tasks (0019)**

Personnel No. 40000235 Name PHILLIPS MICHAEL

PersArea 1050 Office of Financial Mgmt EEGroup B Civil Service Exempt

PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active

**Task**

Task Type


Date of Task ☒ Processing indicator New task

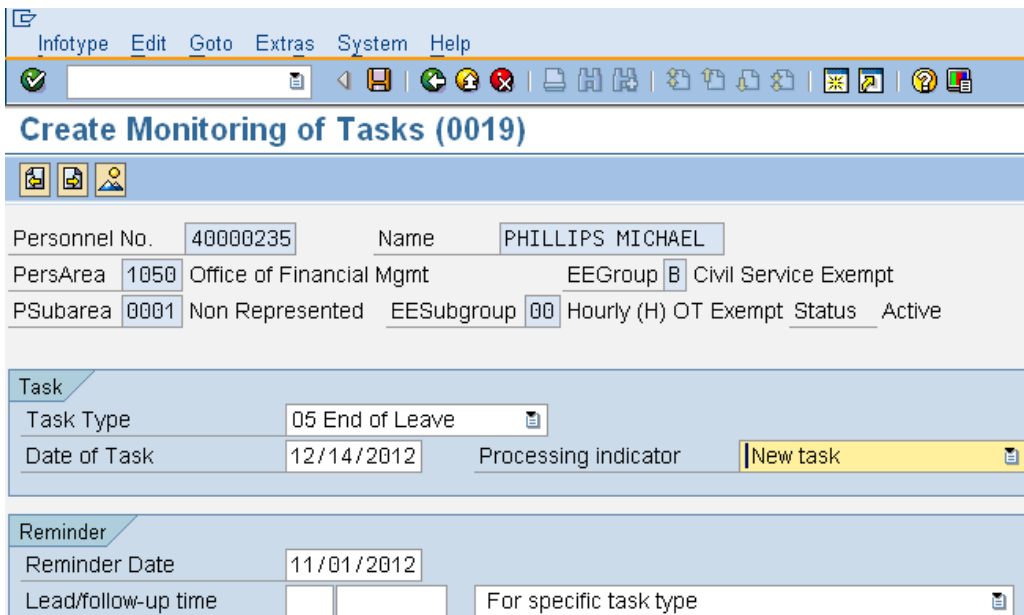
**Reminder**

Reminder Date

Lead/follow-up time  For specific task type

9. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Task Type	R	The type of task to be monitored.  <b>Example:</b> 05 -End of Leave
Date of Task	R	The date when the task will occur.  <b>Example:</b> 12/14/2012
Reminder Date	O	This is the date on which the system will remind a user (via report)that a specific period is expiring or a record needs to be updated.  Example: 11/1/2012
Lead/Follow-up time	O	This is the amount of time to be notified in advanced or after the event has occurred.   This option will populate the Reminder Date Field when your entries have been validated.  Example: 1 Week



**Create Monitoring of Tasks (0019)**

Personnel No. 40000235 Name PHILLIPS MICHAEL

PersArea 1050 Office of Financial Mgmt EEGroup B Civil Service Exempt

PSubarea 0001 Non Represented EESubgroup 00 Hourly (H) OT Exempt Status Active

**Task**



Task Type 05 End of Leave

Date of Task 12/14/2012 Processing indicator New task

**Reminder**

Reminder Date 11/01/2012

Lead/follow-up time For specific task type

10. Click  (Enter) to validate the information.
11. Click  (Save) to save
12. You will be taken back to the **Personnel Actions Screen**.

## Results

You have placed an employee on an extended Leave of Absence- Active.